

Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday February 22, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Subcommittees
 - d. Commission Secretary
4. **Job Class Specifications – New**
 - a. Sheriff's Forensic Laboratory Specialist
5. **Civil Service Commission Procedural Guidelines: Review procedural guideline for the election of officers of the Commission**
6. **Closed Session (per Government Code, Section 54957): Interview prospective Legal Counsel**
7. **Closed Session (per Government Code, Section 54957): Deliberation on findings and decision regarding Appeal #A10-010**
8. **Adjournment**



Human Resources Department

SAN LUIS OBISPO COUNTY

Tami Douglas-Schatz,
Director

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To: Civil Service Commissioners

From: Maricela Havard, Human Resources

Date: February 22, 2012

Subject: New Classification of Sheriff's Forensic Laboratory Specialist

Recommendation

It is recommended that the Commission approve the new classification of Sheriff's Forensic Laboratory Specialist as presented.

Discussion

In July 2006, the Sheriff's Office began implementing a Crime Laboratory to include forensic chemistry and toxicology testing. About this same time, the Clinical Laboratory Manager position with the Public Health Department was subject to layoff due to the closure of the Laboratory. In order to continue employment with the County, the incumbent elected to voluntarily reduce to the Supervising Clinical Laboratory Technologist (SCLT) position at the Sheriff's Department. The duties described by that classification were the best match for the vacancy at the Sheriff's Office at that time.

During the 2010 open-window period, the incumbent submitted a classification study request, which was completed in December 2010. The findings of that study determined that the incumbent was working outside the scope of the SCLT classification and would be more appropriately classified to a new classification that included the duties commensurate of a forensic laboratory technologist. As a result, Human Resources developed a new classification that accurately reflects the duties performed by and the minimum qualifications required of an incumbent in that position. If approved by the Commission, the Sheriff's Office will request approval of one new job classification, Sheriff's Forensic Laboratory Specialist (SFLS).

The incumbent is currently classified as a Supervising Clinical Laboratory Technologist. This position is assigned to the Crime Laboratory section of the Field Operations – Detectives division and reports to a Sheriff's Commander. The incumbent currently

supervises and trains one temporary help position and two part-time Student Interns.

The existing SCLT job specification includes the key duties of performing examinations and tests "to provide data used in the diagnosis and treatment of disease..." The additional duties, knowledge, and skills included support this main duty. None of the work currently performed by the incumbent is completed with the goal of diagnosing or treating diseases or their causes. All of the tasks performed in this position are related to the testing of pills, powders, crystals, leafs, and liquids to identify controlled substances or to extract urine samples to test for the presence of drugs or their metabolites.

Attachments:

- 1 – New SFLS specification
- 2 – Department organization chart

PROPOSED NEW SPECIFICATION

2012

HUMAN RESOURCES DEPARTMENT

San Luis Obispo County

SHERIFF'S FORENSIC LABORATORY SPECIALIST

DEFINITION:

Under direction, oversees the operations of the Sheriff's forensic laboratory and performs forensic toxicology and chemical analyses of controlled substances; documents testing methods and prepares written reports; presents findings in court; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Sheriff's Forensic Specialist position in that the latter collects and preserves crime scene evidence whereas this position conducts chemical analysis of fluids and controlled substances and reports on the findings.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Performs chemical analysis of physical evidence in the area of controlled substances and forensic toxicology;
- Develops applications involving comparing, analyzing, and/or identifying controlled substances and toxicology;
- Prepares chemical reagents for use in scientific analysis; disposes of samples in accordance with legal requirements;
- Operates, calibrates, troubleshoots, and performs repairs on laboratory instruments, including, but not limited to, chromatographs and spectrometers, solid phase extraction devices, and nitrogen generators;
- Maintains current inventory of laboratory equipment and supplies; provides input regarding anticipated expenditures on supplies and equipment needed by the lab;
- Studies new techniques in forensics; conducts research into the development of new techniques, methods, and equipment for solution of complex problems;
- Maintains files and receipts to prevent chain of custody contamination and preserve the integrity of examinations performed;
- May develop, prepare, analyze and review program budgets, grant proposals, quarterly and annual reports as required;

- May supervise, train, and evaluate the performance of assigned staff; interview and select employees and recommend appointments, transfers, reassignments and promotions; assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; develop, implement and conduct training programs as required; take immediate action to resolve and correct discipline problems and recommend suspension, demotion and termination when deemed appropriate.

EMPLOYMENT STANDARDS:

Knowledge of:

- Common types of controlled substances;
- Principles of organic and inorganic chemistry and biochemistry;
- Operation, care, and use of laboratory instruments and equipment;
- Laboratory testing procedures and methods;
- Research, analysis, and statistical evaluation techniques;
- Principles and practices of administration, supervision and training;
- Current computer applications and office equipment.

Ability to:

- Supervise, train, and evaluate the performance of assigned staff;
- Testify clearly and effectively in court;
- Prepare clear, complete, and concise reports and maintain accurate records;
- Develop, encourage and maintain positive working relationships;
- Communicate and work effectively with others;
- Apply policies, rules, and regulations governing a forensic laboratory;
- Develop and apply operation methods and procedures of forensic laboratory equipment;
- Operate a computer and assigned office equipment;
- Maintain a safe and productive work environment.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a bachelor's degree in chemistry, physical science or a related field, including 4 quarter units (or equivalent semester units) of quantitative analysis and 8 quarter units (or equivalent semester units) of general chemistry .

In addition, one year of full-time experience in a clinical, chemical, or forensic laboratory is required.

LICENSES/CERTIFICATES:

A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained

throughout employment.

Ability to maintain a Drug Enforcement Administration Analytical Laboratory License is required.

OTHER CONDITIONS OF EMPLOYMENT:

Incumbents may be required to work varying and/or rotating shifts, weekends, and holidays.

Character:

Good moral character as determined by a thorough background investigation including a fingerprint and records check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

Citizenship:

All applicants must be a United States citizen or permanent residence alien who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.

Physical/Psychological Exams:

Candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it is a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 2-22-2012
BOS Approved: